



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324




1 November 2004

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Returned Check Policy (CC-030)

1. Effective the date of this letter, all checks written to Group VII returned for insufficient funds will be charged a \$35 fee. This fee is the same as the fee charged by our bank.
2. When a check is returned due to insufficient funds, the group finance officer will contact the unit, or individual, and give them 30 days to make good on the bounced check. If restitution, along with the \$35 fee, is not received within 30 days, the matter will be turned over to the wing legal officer for resolution.


MICHAEL K. HOOD, Lt Col, CAP
Commander